

<h1 style="text-align: center;">厚木基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">Please submit new MLC/IHA application Form from US Navy Yokosuka Web Page. 応募用紙は、米海軍横須賀ホームページ記載の新書式をお使い下さい。</p> <p style="text-align: center;">http://www.cnmc.navy.mil/regions/cnri/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html</p>		広報番号 Announcement No.	A-16-022
		初回選考締切り日 1 st Cut Off Date	06 Apr 2016
		募集締切日 Closing Date	Open Until Filled
		発行日 Date of Issue	16 Mar 2016
1. 職種名 Job title (等級 Grade 1-5 / 語学等級 LD 3) <h3 style="text-align: center;">Administrative Specialist #10</h3> <p style="text-align: center;">(管理専門職)</p>		募集人数 No. of Recruitment <h3 style="text-align: center;">1 名</h3>	4. 募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
低い等級での採用の可能性 <input type="checkbox"/> 無 No <input checked="" type="checkbox"/> 有 Yes Acceptance at Lower Grade 低位等級 Lower Grade: 1-4 <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Trade & Service <input type="checkbox"/> 保安・消防系 Security & Fire <input type="checkbox"/> 医療系 Medical			5. 雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (NTE:)
2. 部隊 Activity U.S. Naval Hospital Yokosuka Branch Health Clinic Atsugi 勤務場所 Working Place: 綾瀬市厚木基地 Ayase, Atsugi Base			
3. 勤務時間 Work Schedule (週 40 時間制 hr/wk) 勤務日 Work Day: Mon – Fri 勤務時間・休憩 Work Hours / Recess: 0730-1630 /1130-1230 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6. 職務内容 Duties <p>This position is located in the Patient Administration Division, Branch Medical Clinic, Atsugi, Japan. The primary purpose of this position is to provide administration services and assist Head, Patient Administration under the umbrella of the Patient Administration Division. In this capacity, the position requires the ability to interpret and translate Japanese and English and vice versa, including the translation of medical terms. The incumbent will also be expected to provide Japanese-English interpretation and translation services to clinic customers, assist with clinic appointment scheduling, serve as a source of information regarding local health services, facilitate the payment of medical bills, and provide related administrative/clerical support, as needed.</p> <p>Researches, identifies and collects required information, prepares and completes billing documents, monitors status of open accounts, maintains program file/databases and performs related duties in support of Third Party Collection, Third Party Liability, CHAMPUS/Tricare, Non-Naval Medical Care and other such programs under the review of the Patient Administrative Division.</p> <p>When referral for Civilian Medical Care requests is received from clinic Medical Officers, contacts and schedules appointments with the local Japanese facilities, interprets requirements and provides patients with necessary information. Acts as liaison with Japanese medical facilities to obtain test results or similar data, translates results for the referring/requesting Medical Officer.</p>			

6. 職務内容 Duties (Cont'd)

Provides assistance to those who require local health care information regarding subjects such as visa physical exams, delivery of babies, abortions, and patients hospitalized at local medical facilities, and payment of bills, maintains liaison with local medical facilities to ensure the accuracy of information provided.

Answers telephone calls, provides necessary information on business under their jurisdiction or on matters not requiring specialized knowledge, refers calls to appropriate person, and takes messages as necessary. Telephone contacts for furnishing and requesting information are made with U.S. Embassy; USNH Yokosuka; Japanese hospitals; and Japanese Self-Defense Force organizations.

Acts as translator/interpreter for clinic staff. Translates written statements from English to Japanese and vice versa for both the Command and Japanese medical facilities concerned. Serves when necessary, as interpreter for Japanese speaking patients during clinical appointments. Performs other related or incidental duties as assigned.

Works under the general supervision of Head, Patient Administration Division, and technical supervision may be received from the Officer in Charge. However, the incumbent largely performs their work on their own initiative, exercising personal responsibility for the accomplishment of all duties under their cognized Directives/Instructions and written guidance are as follows:

1. Manual for Medical Examination of Aliens (U.S. Department of Health, Education, and Welfare)
2. Manual of the Medical Department
3. Branch Health Clinic Atsugi and U.S. Hospital Yokosuka directives.
4. Other U.S. Navy and Department of Defense directives, as appropriate.

7. 資格要件／身体条件 Qualification/Physical Requirements

GENERAL (Applicable to all grades): 全ての等級に必要な資格要件

- Knowledge of the TRICARE program and the military/civilian health care benefit, and US/Japanese civilian health insurance.
- Knowledge of both Japanese and English languages including medical terminologies, and ability to express ideas readily and clearly in order to communicate the exact original meaning and avoid misunderstandings. Must keep abreast of new medical technologies and medical services, as well as the policies of U.S. Military and Japanese medical facilities in order to maintain positive relations.
- Skill in Customer Service.
- May cover interpreter service as needed to include base events, drills, disasters, security, or emergency situations.
- Ability to speak, read and write English at fluent proficiency level (LD-3).

BWT 1-5:

- One year of specialized work experience at 1-4 level in the related work, OR bachelor degree in the related field.

BWT 1-4:

- One year of any clerical, technical or administrative work experience, OR completion of 4 years college/university in any field.

Non-Japanese Applicants: Only those who possess permanent residency visas are eligible. Please attach a copy of Residence Card (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.

Former US Military Members: Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered.

- SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment.

*A handicapped applicant may be accepted, depending upon the degree and kind of disability.

英語力 English Language Proficiency : ☐ 必要なし None ☐ 初級 Basic ☐ 中級 Intermediate ☒ 上級 Advanced ☐ 特段の能力 Exceptional

学歴 Educational Background : See block #7

免許証／修了証 License/Certificate Required : See Block #7

8. 提出するもの Application and Associated Documents

*☒ 空席応募用紙 Application for Vacancy Announcement (HROY Form 1)

*☒ 専門職務経歴書 Resume of Specialized Work Experience (HROY Form)

*の記入は Complete * in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either

HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。

To be considered for selection, resume must include at least the following information: Announcement number, full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled.

☒ 各免許証・資格証明書・修了証明書のコピー(7欄要件に該当ある場合) Copy of license/certificate (if any in block 7 applies).

☒ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)

☒ 82円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) <選考結果通知用>

12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) <For selection Notice>

☒ 日本国籍以外の方は、在留カード、パスポート、査証のコピー For non-Japanese citizen applicants, a copy of Residence Card (both front and back sides) and Passport (picture and visa stamp pages).

☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』

If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
Current USFJ Employee 現従業員 問合せ先： 在日米海軍厚木基地人事部 CNRJ HRO DSN 264-3624 / 3427 / 3425 ☎046-763- 3624 / 3427 / 3425 ----- Off Base Applicant 外部応募者 問合せ先： 労務管理機構 座間支部 管理課 管理第二係 Zama Branch of Labor Management Organization, Management Section 2 ☎046-251-0667	Current USFJ Employee 現従業員 提出先： 〒252-1101 神奈川県 綾瀬市 在日米海軍厚木基地人事部 HRO BOX12 Ayase-Shi, Kanagawa-ken CNRJ HRO Box 12 〒252-1101 ----- Off Base Applicant 外部応募者 提出先： 〒252-0011 神奈川県 座間市 相武台 1-46-1 労務管理機構 座間支部 管理課 管理第二係 1-46-1, Soubudai, Zama-shi, Kanagawa-ken Zama Branch of Labor Management Organization Management Section 2 〒252-1101	PDNO: USNH-BHCAM-003

*履歴書及び添付書類は締切日午後三時までに上記住所必着のこと。Send application and attachments to above address by 1500 of the Cut Off/Closing date of the announcement.

*応募時点で規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

*提出された応募書類はお返ししません。Submitted applications will not be returned.

*初回選考締切日以降は、一週間毎の締切りとなります。尚、選考決定により上記募集締切日を待たずに締切となることがあります。After 1st Cut Off Date, collection of applications will be cut off weekly. Announcement may close before closing date above due to decision of selection.

*応募書類の書式は以下の URL よりダウンロードできます。Forms for application are available for download on our web site http://www.cnrc.navy.mil/regions/cnrc/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format revised. 2014-06-11.